## CITY OF FULLERTON PARKS AND RECREATION COMMISSION AGENDA

City Council Chamber Monday, June 11, 2012 6:30 p.m.

Public comment will be allowed on items on this Agenda at the time each item is considered.

Persons addressing the Commission shall be limited to 5 minutes, unless an extension of time is granted by the Chairman, subject to approval of the Commission. When any group of persons wishes to address the Commission, it shall be proper for the Chairman to request that a spokesman be chosen to represent the group.

Public comments will also be allowed on items NOT on the agenda, but within the subject matter jurisdiction of the Commission, prior to approval of the Minutes, and will be limited to thirty minutes and not to exceed five minutes per person. No one will be heard twice. Any public comments not received at the beginning of the session may be heard at the end of the session. NO action may be taken on off-agenda items, except as provided by law.

CALL TO ORDER

FLAG SALUTE

**ROLL CALL** 

PUBLIC COMMENT

CONSENT ITEM (Item 1) – All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Commission, staff or public request specific items be discussed and/or removed from the Consent Calendar for separate action.

\*1. MINUTES OF THE PARKS AND RECREATION APRIL 30, 2012 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation April 30, 2012 Commission Meeting.

\*2. MAINTENANCE SERVICES MONTHLY REPORTS FOR APRIL & MAY 2012

Recommendation to receive and file the Maintenance Services April and May 2012 Monthly Reports.

#### REGULAR BUSINESS (Items 2 – 10)

3. Vote on canceling July meeting, canceling August meeting, approving new date for October meeting, due to holiday.

Recommendation to direct staff to post meeting cancellation notices and post new date for October, 2012 meeting.

- 4. CalGrip Presentation
- 5. UP Park Cleanup Presentation Department of Toxic Substance and Control
- 6. Fourth of July Presentation
- 7. REPORT ON CITY COUNCIL AGENDA ITEMS
- 8. DIRECTOR'S UPDATE
- 10. COMMISSIONER COMMENTS

#### **ADJOURNMENT**

\*Written Material Attached

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda will be made available for public inspection at the Parks and Recreation Department front counter at City Hall located at 303 W. Commonwealth Avenue, Fullerton, California during normal business hours. In addition, such writings and documents will be posted on the City's website at www.ci.fullerton.ca.us.

## CITY OF FULLERTON PARKS AND RECREATION COMMISSION DRAFT MINUTES

Special Meeting City Council Chamber Monday, April 30, 2012 6:30 p.m.

#### CALL TO ORDER

Chairman Shanfield called the meeting to order at 6:30 p.m.

**FLAG SALUTE** 

Commissioner Hayes led the flag salute.

**ROLL CALL** 

Present:

Sean Fitzgerald, Barry Levinson, Kirk San Roman, Kathleen Shanfield,

Scott Stanford, Scott Hayes

Absent:

Van Gorden

#### PUBLIC COMMENT

\*1. MINUTES OF THE PARKS AND RECREATION APRIL 9, 2012 COMMISSION MEETING

Commissioner Chairman Shanfield MOVED and Vice Chair San Roman SECONDED the motion to approve the Minutes of the Parks and Recreation April 9, 2012 Commission Meeting.

AYES:

Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford

NOES:

None

ABSENT:

Van Gorden

The MOTION PASSED 6-0.

REGULAR BUSINESS (Items 2 – 10)

\*2. DISCUSS OPTIONS FOR THE RE-OPENING OF THE SKATE PARK AT INDEPENDENCE PARK

Manager Orozco presented the skate park report. Staff has met with the Fullerton Skateboard Ad Hoc committee and will present the item to the City Council in May. Commissioner Stanford asked what type of fencing would be used. Recreation Manager Orozco stated that it would be a tubular steel fence with shepherd hooks at the height of 10 feet.

Isaac Davis, a member of the Fullerton Skateboard Association and an Ad Hoc Committee member spoke representing the Fullerton Skateboard Association. He said that they have been painting over graffiti and will continue to, as the need arises. They will open/close and monitor the restrooms. He said there has been an open dialogue with the Police Department and there will be more patrols of the park. He spoke of applying for grants and possible future plans.

Commissioner Stanford asked Mr. Davis how many volunteers he expected to have and what times they would be at the park. It was agreed that their 20 active volunteers would cover Noon – 8 p.m. seven days a week during the summer.

Commissioner Levinson asked who the contact point was at Police Department. Recreation Supervisor Orozco responded that they were communicating with the Patrol Watch Commander in the Community Services bureau.

Commissioner Hayes asked what the normal staff hours are. Manager Orozco said that staff is on site weekdays Monday through Thursday from noon -9 p.m., and on Friday and Saturday noon -5 p.m.

#### **PUBLIC COMMENTS**

The following audience members spoke in favor of opening the Skate Park at Independence Park:

Scott Minton Michelle Kearney Mark Powell Marlena Carrillo

Public comments were closed.

Commissioner Fitzgerald commended the Fullerton Skateboard Association. He felt that they have provided good answers and deserved much credit. He asked if the Fullerton Skateboard Association had received anything from the Police Department formally in writing. Isaac Davis read an e-mail that he had received showing support from the Police Department.

Commissioner Fitzgerald asked about the ongoing graffiti removal costs. Recreation Supervisor Orozco stated that Fullerton Skateboard Association has already begun removing graffiti and will continue, alleviating all graffiti removal costs from the budget.

Commissioner Fitzgerald asked if graffiti could be removed within a week. Mr. Davis answered affirmatively.

The Commissioners were informed that after the skate park was open for three months, the item would be reviewed again at the September Commission meeting. Staff will provide a list of volunteers then.

Commissioner Stanford MOVED and Commissioner Fitzgerald SECONDED the motion that the Parks & Recreation Commission direct staff to re-open the skate park with the conditions outlined below:

- Continue meeting with the Fullerton Skateboard Ad Hoc Committee to assist in the immediate concerns and long-term planning for the future of the skate park. This committee, along with the Fullerton Skateboard Association will assist with the operations of the parking including:
  - Schedule and provide graffiti removal weekly
  - Monitoring/policing
  - Form long-term goals that include the formation of a non-profit to assist in park operation
  - Provide volunteers and scheduling for the monitoring of the skate park during "peak hours" (12:00 p.m. – 8:00 p.m. daily) as established by the Parks & Recreation staff.
  - o Provide a list of volunteers weekly to Parks & Recreation staff
  - Maintain the skate park on a daily basis
  - Approve the recommended site improvements:
    - Perimeter fence repairs/access improvements for safety and supervision
    - Repair and replacement of park amenities including lighting, seating, trash receptacles and signage.

AYES:

Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford

NOES:

None

ABSENT:

Van Gorden

The MOTION PASSED 6-0.

The Commission agreed to hear item #4 prior to #3.

## \*4. 2012-2013 PROPOSED POLICY STATEMENT AND FEE SCHEDULE FOR THE PARKS AND RECREATION DEPARTMENT

Manager Loya presented the 2012-2013 proposed policy statement and fee schedule. She said that because the Community Center would open in October, staff needs to have the fees approved by Council. She spoke of the comparison study, using other nearby cities with community centers that are similar to ours.

The Commission discussed the various groups and prices. Supervisor Espinosa spoke about the comparisons she made with community centers located in Rancho Cucamonga, Rancho Santa Margarita, and Mission Viejo. She discussed their occupancy rates, the turnover on availability, how often they are at capacity and the yearly revenue.

Commissioner Stanford MOVED and Commissioner Hayes SECONDED the motion for approval of the Parks and Recreation Department's proposed Policy Statement and Fee Schedule for the Parks and Recreation Department's 2012-2-13 operating budget to the City Council.

AYES:

Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford

NOES:

None

ABSENT:

Van Gorden

#### \*3. REVISIONS TO THE 2012-2013 PARKS AND RECREATION BUDGET

Recommend approval of the Parks and Recreation Department 2012-2013 operating budget and capital improvement program budget to the City Council.

Manager Loya explained that the Commission requested at the April 9<sup>th</sup> meeting that the Parks and Recreation budget be brought back for final approval after reviewing and approving the fees. The Commission did not require another presentation of the budget by Manager Loya.

Commissioner Hayes MOVED and Commissioner Stanford SECONDED the motion to approve the 2012-2013 budget as submitted.

AYES:

Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford

NOES:

None

ABSENT:

Van Gorden

The MOTION PASSED 6-0.

## \*5. PARKS AND RECREATION COMMISSION MEETING ATTENDANCE VIA TELECONFERENCING

Parks Project Manager Curiel informed the Commission that they will be voting on whether to continue meetings as they are currently held, or consider adapting to allow teleconferencing.

Park Project Specialist Doug Pickard told the Commission that he met with IT Department and Maintenance Services staff and also the City Clerk. He said that retrofitting the Chamber would require technical upgrades.

Park Project Specialist Doug Pickard told the Commission of his research on whether it would be necessary to integrate microphones into teleconferencing lines and if retrofitting the Council Chamber would be necessary.

Parks Project Manager Curiel mentioned that the Brown Act leaves it up to the interpretation of the governing body and it is at their discretion whether there is a need for only audio or audio and visual.

Parks Project Specialist Pickard was researching how the remote participant would be heard when wanting to comment. He mentioned that perhaps when items are addressed, the Chair would ask for the remote participant's questions. He suggested that staff do a test case with audio only first.

Chairman Shanfield asked who would make the call when someone was out of town. She felt commissioners should always be part if unless they were out of town or in the hospital. She suggested that the Commission discuss establishing a policy regarding participation.

Commissioner Levinson felt it shouldn't be a requirement, but should be voluntary.

Chairman Shanfield asked if the retrofitting for teleconferencing was in the budget. Parks Project Manager Curiel responded that it was not budgeted and the City Manager would need to consider it during the budget approval process.

**Public Comment** 

The following resident spoke on this item:

Kathy Dasney

Commissioner Hayes MOVED and Vice Chair San Roman SECONDED the motion to reject the item and the Commission will continue to conduct meetings the same way.

AYES:

Fitzgerald, Hayes, San Roman, Shanfield, Stanford

NOES:

Levinson

ABSENT:

Van Gorden

The MOTION PASSED 5 – 1

#### 6. SPORTS FIELD ALLOCATION PROCESS - PRESENTATION

Manager Clements reviewed the field allocation process. He explained that a Parks and Recreation committee established a policy to allocate fields and determined that the best way was to create categories and priorities. The three categories are Partner, Associate and Rental. The sports leagues have grown and it is a larger group to work with now. They are all 501c3 recreation-based groups that are governed by either state or national governing bodies. He explained that after meeting with coaches in January and June the partner group schedules are accommodated and then the associate groups get their field allocations. Rental groups then can choose from the remaining fields.

Manager Clements talked about how the partner groups follow standards set regarding safety equipment, techniques, coaching, training and all coaches are required to have background checks.

Sharon Kennedy of Fullerton Observer provided the Commission copies of an Early April 2012 edition if the *Fullerton Observer* which includes an article entitled "A Field Sharing Proposal".

The following residents spoke:

Sharon Kennedy John Seminara Raul Valdivia Wayne Norman Eric Stanley

#### 7. GARY CARTER DEDICATION - UPDATE

Manager Clements gave the Commission a brief history on Gary Carter. He explained that he is working with a former coach at Sunny Hills, who is in contact with the family. There are four fields being considered, with Amerige Park being the primary location since Mr. Carter played there often. He also spoke about how staff is also considering a long-term plan of honoring all Fullerton hall of fame inductees at one location.

#### 8. REPORT ON CITY COUNCIL AGENDA ITEMS

There were no new items to report.

#### 9. DIRECTOR'S UPDATE

Director Loomer gave an update on 1) the April 21<sup>st</sup> fishing derby held at Laguna Lake, 2) she reminded the Commissioners about the Lemon Park ribbon cutting to be held on June 5<sup>th</sup> at 4 p.m., and 3) gave an update on the Fullerton Market, and 4) discussed the terms of the Boys and Girls Club agreement.

#### 10. COMMISSIONER COMMENTS

Commissioner Stanford commended staff for an outstanding job over the last five and a half years that he has been a commissioner. He also mentioned that the Mormon helping hands project recently spent a Saturday cleaning up one of the Fullerton trails.

Commissioner Levinson asked about the entrance gate at the panorama nature preserve. Manager Loya explained that Coyote Hills Golf Course is responsible for opening and closing it at dawn and sunset.

#### ADJOURNMENT

Chairman Shanfield adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Penny Loopper, Secretary

Director Loomer/db



# PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE:

APRIL 30, 2012

TO:

PARKS AND RECREATION COMMISSION

FROM:

DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT

SUBJECT:

APRIL 2012 MAINTENANCE SERVICES REPORT

#### **PURPOSE**

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

#### SUMMARY

- 1. Tree Division Update- West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year 11/12. As of April 30, 2012;
- 12,229 trees have been pruned
- 521 total trees removed
- 515 trees have been planted
- Crews began pruning in Zone 4 (Euclid to Harbor, Valley View to Commonwealth).
- The **Tree Division** responded to **63** tree related service requests in the month of April.
- Red Imported Fire Ants were reported at 2 locations. OCVC began treatment again on October 1, 2004. The City <u>does not</u> treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
- 3. The Landscape Division received and responded to 10 reports of **bee** activity in April. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized. City staff is currently making every effort to save bees within staff capability.

### Landscape Division Crews completed the following projects in the month of April:

- New irrigation main line and control wires installed at D.Winters Field
- San Carlos MWD median re-landscape project (native plant material)
- Small dog area at Pooch Park re-seeded
- All Fullerton Elementary School Sports fields fertilized
- Homeless cleanup 2 times at Commonwealth Underpass
- Fender Avenue parkway hedge trimmed
- "A" Street oleander hedge trimmed
- Pioneer Avenue vacant lot cleaned
- Fence repaired at Hermitage Reservoir
- Mud removal performed at Puente Bike Trail
- Gilman park pedestrian bridge repaired after flooding
- Co-ordination and support of volunteer projects (LDS) on Juanita Cooke Trail Painting / weed abatement.
- Weed abatement performed at new Hiltscher Trail
- Repaired white vinyl fencing at Panorama Trail and GHLL.
- Chain link repaired on Sally Pekarek Trail

Landscape Division crews responded to 37 service requests in the month of April.

Dennis Quinlivan, Landscape Superintendent

### Facility / Electrical Division Maintenance Activities for April

#### Acacia Park

Installed one 8" round post at exercise Station #8

#### **Bastanchury Park**

Replaced one T.8 light bulb in women restroom.

#### Chapman Park

Installed door (including hinges, hasps and trim), painted door

#### Fern Park

Replaced 4 lights in Fern Dr School Park and tightened covers

#### Fullerton Sports Complex

Replaced broken brackets and bolts on playground spring rocking horse equipment.

#### Gilbert Community Center

Replaced section of damaged ramp and painted light gray

#### Hillcrest Park

- Replaced Street Lights
- Replaced 100w. h.p.s. lamps and igniters throughout the park
- Reset time Clock

#### Independence Park

- Replaced several lights and 2 separate ballasts in Racquetball Courts #'s 1, and 3.
- Replaced 250w. h.p.s. lamps and igniters throughout the park.
- · Reconnected several lights in and around the skate park.
- Repaired and re-secured Skate Park fencing (2 separates times).
- Primed and painted worn wall areas in all racquetball courts.

#### Laguna Lake Park

- Removed, cleared and reseated toilet in parking lot men's restroom.
- Cleared out plugged toilet in parking lot men's restroom.
- Repaired flaking and replaced shakes at 2 kiosks.

#### Museum Plaza

- Lubed wheels on Wilshire Parking Structure gate. Checked and confirmed no gate damage.
- Replaced seven (7) 75w light bulbs and one (1) 100w light in Museum Plaza area.
- Inspected A/C unit and replaced fan belt.

#### Pacific Drive Park

Replaced hand dryer motor in women's restroom.

#### Richman Park

- Replaced two smoke detector batteries in classrooms.
- Repairing handle on blinds in Community Center.

#### St. Mary's

- Replaced outlet receptacle.
- Replaced broken support on ping pong table.
- Replaced door stop to kitchen.

#### Vista Park

Repaired 23 in-ground bollard lights

#### Woodcrest Park

- Installed flange on toilet.
- Removed graffiti from back stop and painted dug out benches.
- Replaced vacuum breaker and rubber seal on toilet in men's restroom.

#### **YMCA**

• Replaced ¾ inch hose bib at playhouse water hose.

Facility Division received **143** service requests in the month of April Electrical Division received **99** service requests in the month of April

Bob St.Paul, Facility / Electrical Superintendent



# PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE:

JUNE 11, 2012

TO:

PARKS AND RECREATION COMMISSION

FROM:

DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT

SUBJECT:

MAY 2012 MAINTENANCE SERVICES REPORT

#### **PURPOSE**

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

#### SUMMARY

- 1. **Tree Division Update** West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year **11/12**. As of May 31, 2012;
- 12,229 trees have been pruned
- 531 total trees removed
- 515 trees have been planted
- Production pruning crews pulled out of town until June.
- Large eucalyptus removed from Gilman Park
- Tree Division responded to 40 tree related service requests in the month of May.
- 2. **Red Imported Fire Ants** were reported at **7** locations. OCVC began treatment again on October 1, 2004. The City <u>does not</u> treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
- 3. The Landscape Division received and responded to **16** reports of **bee** activity in May. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized. City staff is currently making every effort to save bees within staff capability.

### Landscape Division Crews completed the following projects in the month of May:

- Field 3 at Fullerton Sports Complex closed for turf operation (41 days)
- FSC north 40 flail and lifting of trees
- New sod installed to the rear of Fullerton Tennis Center
- Electrical pull boxes covered for electricians at Gilman Park due to wire theft.
- Cleaned trail flowerbed on Juanita Cooke at Richman
- · Crews delivered soil and mulch to scout lot
- Hiltscher Park spring flail completed
- All city reservoirs sprayed for weed abatement
- Irrigation mainline repaired at Gilbert Park
- On going homeless debris clean at Commonwealth underpass
- Brea Dam @ I 5 and Lost Trail clearing for 5k
- Painted swing gate at Hillcrest on Valley View
- Prepared Juanita Cooke for Laguna 5k
- Repaired foot bridges at Gilman Park.
- Replaced small section of chain link at Sally Pekarek Trail
- Cleaned Skyline planter for vehicle site clearance
- Gilman rest room damaged by falling eucalyptus tree, rest room will likely be demolished.

Landscape Division crews responded to 46 service requests in the month of May.

Denne Chunkwan

Dennis Quinlivan, Landscape Superintendent

### Facility / Electrical Division Maintenance Activities for May

Facility Division received **149** service requests in the month of May Electrical Division received **104** service requests in the month of May

#### Acacia Park

Replaced three shocks that opened lid

#### Bastanchury Park

• Cleared out four toilets, replaced one toilet seat and replaced light bulb..

#### Fullerton Sports Complex

Cleared out two toilets...

#### Gilbert Community Center

 Repaired toilet overflow, painted one bench and two tables, adjusted loose bolts on toilet, secured loose boards on ramp, installed door stoppers, mounted toilet paper holder in men's restroom, adjusted valves on non-functioning toilet in women's restroom – toilet is functional

#### Gilman Park

• Buried three pull boxes to prevent theft, Repaired and replaced electrical box covers

#### **Garnet Center**

· Cleared out women's toilet, repaired and replaced glass window in office

#### Hillcrest Park

 Repaired vandalized door frame at red Cross Bld, cleaned and relocated roof tiles to cleared

#### Independence Park

 Reattached circuit, installed new lamps repaired wire and aligned fixture on top of racquetball court for Skate Park

#### Laguna Lake Park

Repaired tot lot equipment

#### Muckenthaler Center

Cleared out and repaired toilets

#### Richman Park

Repaired closet door hinges and replaced light

#### **Tennis Center**

Replaced lights on two courts and one office

#### Truslow Park

Repaired tot lot equipment

#### Valencia Park

Cleared out toilet

Bob St.Paul, Facility / Electrical Superintendent